## **Employee Assistance Program Policy Statement**

Fermilab provides an Employee Assistance Program to support employees who have personal problems which affect their general well-being or impair their attendance or performance.

The Employee Assistance Program is designed to: (1) identify problems as early as possible, (2) motivate the individual to seek help, and (3) assist him/her to find and use the best resources available.

The EAP Coordinator provides brief counseling: assists the employee to identify problems, clarify the situation, and discover options for getting specialized help. Employees are encouraged to use this resource any time they feel that a personal issue requires professional attention. Job performance problems are not required for an employee to be eligible to receive help. An employee's decision to accept help through the Employee Assistance Program is confidential and will be treated as such. Exceptions to the confidentiality of the program include suicidal threats, serious threats of harm, child abuse, elder abuse, or abuse of a disabled person.

The Laboratory uses the services of an outside agency to provide EAP services. FNAL's Employee Assistance Program (services provided currently through Employee Resource Systems, Inc.) provides comprehensive and effective on-line, telephone, and face-to-face services for employees, household members, and anyone covered under employee's health insurance benefits. Some areas the EAP can help with include:

→ Work/Life balance 
→ Stress management

→ Emotional wellness 
→ Alcohol and drug issues

→ Marital/relationship issues → Work-related issues

→ Family issues

→ Grief issues

→ Communication skills → Financial and legal concerns

## SUPERVISOR RESPONSIBILITY

It is the responsibility of supervisors to refer an employee whose job performance is unsatisfactory. Some early warning signs of problems are: absenteeism, chronic lateness, decline in the quality or quantity of work, difficulties getting along with coworkers, and a marked change in behavior. It is recognized that department heads

and supervisors do not have the professional qualifications to diagnose an employee's problem.

Referrals to the Employee Assistance Program should be based on unsatisfactory job performance.

## **EMPLOYEE'S RESPONSIBILITY**

When performance problems exist, it is the employee's responsibility to correct them and to maintain a standard of work that meets the basic requirements of the Laboratory. The Employee Assistance Program is a service that can be used by employees to help them meet this goal. An employee's acceptance or refusal of help from the EAP does not exempt him/her from meeting the standards of job performance required by the Laboratory. Lack of evidence of improvement in the problem areas noted by the supervisor will be handled in a manner consistent with any ongoing job performance problem. Participation in the Employee Assistance Program does not result in any special regulations, privileges or exemptions from the standard administrative practices applicable to job performance requirements.